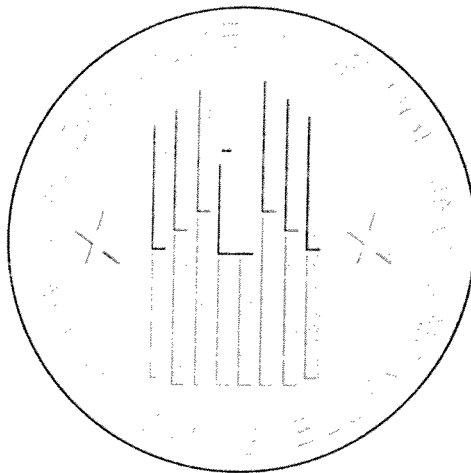


Department of Housing and Urban Development

Total Information Quality Management Handbook

3300.1



Prepared by the Office of the Chief Information Officer

May 2003

FOREWORD

May 2003

This document is being issued as a new handbook to the "Common Data Element Correction Method: A Guidebook, Version 1," first distributed in May 1998 and revised in October 1999. Four principal drivers are behind the development of this handbook:

- Office of the Inspector General audit recommendations in March 2001 (OIG 2001-FO-0004) stressed the need for continuous quality improvement in HUD's mission-critical information. The OIG report recommended that the Office of the Chief Information Officer (OCIO): "(1) Implement data quality standards for systems and data supporting performance indicators, (2) Require data quality plans for these systems based on a standard rationale, and (3) Implement a methodology for independent verification for high priority data." This Handbook provides guidance for continuous information quality improvement activities within the Department.
- This Handbook brings HUD information quality practice in compliance with Section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law 106-554; 114 Stat. 2763, hereafter referred to as "Section 515") and with the Office of Management and Budget (OMB) issued government-wide guidance that "provide policy and procedural guidance to Federal agencies for ensuring and maximizing the quality, objectivity, utility and integrity of information ... disseminated by Federal Agencies." The "HUD Final Information Quality Guidelines" were published in the Federal Register on November 18, 2002 and are available at <http://www.hud.gov/80/offices/adm/grants/qualityinfo/fr4769n02-final.pdf>.
- This Handbook adds sections on data correction methods and includes guidance required to implement a Total Information Quality Management (TIQM®) approach at HUD. In addition, Chapter 5 is added to incorporate and update the "FSI Independent Verification Method," first released by the Financial Systems Integration (FSI) Data Quality Team in August 1999.
- The Handbook incorporates "lessons learned" from HUD's FY 2001 data correction efforts.

TIQM® is used with permission from Information Impact International, Inc. and Larry English. This Handbook includes copyrighted materials from *Improving Data Warehouse and Business Information Quality* (IDW&BIQ), the *Information Quality Improvement* seminar, and derivative seminars by Mr. Larry English, as well as other works of Information Impact International, Inc.

As required by FAR 52.227-14, "For data other than computer software the Contractor grants to the Government, and others acting on its behalf, a paid-up, nonexclusive, irrevocable worldwide license in such copyrighted data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government."

Send recommended changes to the document to:

OCIO Data Architect
470 East L'Enfant Plaza, Room 3113
Washington, D.C. 20410